Job Announcement

Colorado Legislative Council Staff, the nonpartisan research agency for the state legislature, seeks a Constituent Services Analyst. This person conducts research and completes writing assignments in response to constituent inquiries received by legislators. Constituent Services staff address issues in a wide variety of subject areas, therefore, familiarity with state government agencies is preferred. The position requires effective oral and written communication skills; strong interpersonal and customer service skills; proven research, analytical, and problem resolution skills; and proficient use of word processing and spreadsheet programs. The job requires the ability to work in a nonpartisan manner in a partisan environment, and to provide objective information regardless of the issue or personal opinions. Constituent Services staff do not provide legal advice. The position involves significant interaction with the public, and requires at least a year of customer service experience. The minimum educational requirement is a Bachelor's degree from an accredited college or university.

Salary level is commensurate with education and experience. Legislative Council Staff employees are not members of the state personnel system although employment includes coverage under the State of Colorado benefits package. Resumes, including a cover letter, salary requirements, a list of three professional references who will be contacted if applicant becomes a candidate for the position, and a sample of your professional writing should be sent to Susan Liddle at Legislative Council, State Capitol Room 029, Denver, CO 80203 (e-mail: susan.liddle@state.co.us; phone: 303-866-2408). Because this position is with the legislative branch, there is no need to fill out the state application. Deadline for applications is Friday, April 6, 2018. Legislative Council Staff is an equal opportunity employer.

Additional information about Legislative Council Staff is available here https://leg.colorado.gov/agencies/legislative-council-staff